



City Manager's Office Schedule

City Solicitor & Corporate Counsel

May 05, 2022

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Schedule Number **Series Title**

CO001 **City Solicitor and Corporate Counsel's Manager's Files**

To maintain a record of the administration of the City Solicitor and Corporate Counsel Department.

Series Closed: 11-10-2017

This series includes documentation relating to general administration, reports, associations, organizations, conference, seminars, policies, procedures and budgets. In 2010 the title for this series was changed from Corporate Services General Manager's Files to City Solicitor and Corporate Counsel's Manager's Files as the department was changed from Corporate Services to City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

This Series was closed under the 2018 By-Law.

Department Retention:	1 Year
Total Retention - Review:	5 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CO002 **City Solicitor's Files**

To maintain a record of the provision of legal services

This series consists of several categories of documentation including by-laws, provincial legislation, general legal affairs, appeals and hearings, claims against the city, claims by the city, contracts and agreements, land acquisition and sale, legal opinions and briefs, prosecutions, licences, permits and complaints. In 2010 the department was changed from Corporate Services to City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Under the 2018 By-Law, the final disposition was changed from "Permanent, Archives Review" to "Permanent"

Department Retention:	1 Year
Total Retention - Permanent:	10 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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CO065	Building Appraisals
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To provide info required to negotiate new insurance policies & make claims on existing policies.

Series Closed: 11-10-2017

COPIES: Realty Services

MEMO:

This series consists of building appraisals.

This schedule was previously designated as FI093 in the Finance Department. Building appraisals do not occur annually. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to are-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

This Series was closed under the 2018 By-Law.

Department Retention:	5 Years
Total Retention - Review:	10 Years

Final Disposition:	Permanent
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FOI Designation: A* - SOME EXEMPTIONS APPLY

CO066	Claims Database
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To track claims records, for reporting of claims made, costs - necessary for insurance company.

MEMO:

This database should be maintained so that 10 years are accessible on the computer.

This schedule was previously designated as FI095 in the Finance Department. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Under the 2018 By-Law, the final disposition was changed from "Destruction" to "Permanent".

Department Retention:	11 Years
Total Retention - Permanent:	11 Years

Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

CO068 **Claims**

To maintain a record of the handling of insurance claims.

MEMO:

This series consists of correspondence, reports, statements of claim, and memoranda. It also includes detailed reports of accidents involving city vehicles and equipment, Police Department claims, compensation claims, property claims, error and omission claims, sewer back-up and other claims.

Information collected includes: Employee name, number, Third Party Name, addresses, phone numbers, date of birth, driver's license.

Users: Corporate Services, Health Safety/Risk Management Individuals in Bank: City Employees and General Public Official

Responsible: Manager, Health Safety/Risk Management (Insurance). These files will become superseded/obsolete when the claims have been resolved completely.

This schedule was previously designated as FI097 in the Finance Department.

February 2006: Since all claims are filed together, and all claims are reported to the insurance adjuster, the title of this series has been changed to Claims from Claims - Reported to the Insurance Adjuster (General Liability). Also, the following series have been amalgamated with it: CO064 Accident Reports, CO067 Claims - Reported to the Insurance Adjuster (Motor Vehicle), CO069 Claims - Reported to the City

In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Under the 2018 By-Law, the final disposition was changed from "Destruction Archives Review" to "Permanent".

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK

CO070 **Inspection Hazard and Photo Books**

To prov. a rec. of condition of insured city prop. & potential haz. which might result in claims.

Series Closed: 12-31-1988

MEMO:

This series consists of photographs and descriptions of all city buildings covered by insurance and photographs of hazards such as stairwells, curbs, etc.

Under the schedule FI103 in the Finance Department, the total retention for this series was ten years. The disposition of this series was previously permanent. These records have not been kept in this form since 1988. This type of information is now maintained in CO065 Building Appraisals. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention: 5 Years

Total Retention - Review: 5 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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CO072 Insurance Policies (City)

To maintain a record of all insurance policies held by the City.

MEMO:

This series consists of original policies, correspondence, memoranda and certificates of insurance for fire, liability, accident and vehicle. These records will become superceded/obsolete when they are no longer required on a regular basis.

This schedule was previously designated as FI105 in the Finance Department. Prior to 2006, the disposition of this series was Permanent, Subject to Review. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention:	1 Year
Total Retention - Permanent:	8 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CO074 Insurance Renewal Files

To provide info required for tender & selection of ins. companies, which occurs every 5 years, and to document annual renewals.

MEMO:

This series consists of correspondence, quotations, tenders and information regarding city buildings.

This schedule was previously designated as FI107 in the Finance Department. In 2006, the department retention of this series was increased from 2 years to 5 years. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention:	5 Years
Total Retention - Review:	5 Years

Final Disposition:	Destruction
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CO077 Risk Management Files

To provide info about risk management issues & administer risk management committee.

MEMO:

This series consists of printed material, minutes, reports, seminar handouts. This schedule was previously designated as FI113 in the Finance Department. February 2006: No records have been created in this series since 1999, as the committee has not been active since 1998. However, it is expected that the committee will be reconstituted in the future. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention:	2 Years
Total Retention - Review:	5 Years

Final Disposition:	Destruction
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED
